



MNSure Speaker Request Form

Thank you for your interest in MNSure. To help us facilitate your request, please provide us with the following information. **Please save this PDF file to your computer**, then enter your information, re-save the file and email the completed form to: SpeakerRequest.HIX@state.mn.us.

Requestor Information

Name:

Company/Organization:

Website:

Contact Email:

Phone, ext:

Description of Organization:

Event Information

Title of Event:

Location:

Date:

Event Start Time:

Presentation Start Time (if different):

Event End Time:

Time Presenter Needs to Arrive:

Total Time Commitment of Presenter:

Description/Purpose of Event:

Audience Profile:

Estimated Number of Attendees:

Can MNSure add this event to our public event calendar? Yes No

Will the Media Be Invited: Yes No

Have State Legislators been invited to attend or present? Yes No

Additional Details (e.g. Do you have a specific speaker in mind? Are you requesting more than one speaker? Etc.)

Do you need a speaker bio: Yes No

If Yes, Date Due:

Do you need a speaker photo: Yes No

If Yes, Date Due:

Other:

Additional Information

If travel is required, what provisions will be made?

Will the speaker need to have a specialized area of knowledge? Yes No

If Yes, please describe: